

South and West Fife Area Committee

Due to Scottish Government guidance relating to Covid-19, this meeting will be held remotely



Wednesday, 6th October, 2021 - 9.30 a.m.

AGENDA

Page Nos.

1. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF INTEREST** – In terms of Section 5 of the Code of Conduct, members of the Committee are asked to declare any interest in particular items on the agenda and the nature of the interest(s) at this stage.
3. **MINUTE** – Minute of South and West Fife Area Committee of 25th August, 2021. 3 – 4
4. **PETITION - THE CAIRNS, CHARLESTOWN**
 - (a) **Petition** - submitted by Mr. Alan Yates containing twenty-eight signatures relating to The Cairns parking, Charlestown. 5 – 20
 - (b) **Preliminary Service response to Petition** - Briefing Paper from the Area Housing Manager (South and West Fife). 21 - 23
5. **TRANSPORT SCOTLAND - UPDATE** – Verbal updates from representatives of Transport Scotland and BEAR Scotland.
6. **ANNUAL REPORT ON OUTCOMES OF CARE INSPECTORATE INSPECTION AND GRADING PROCESS** – Report by the Director of Health and Social Care. 24 – 28
7. **SUPPORTING THE LOCAL COMMUNITY PLAN - SOUTH EAST INVERKEITHING REGENERATION - PROGRESS REPORT** – Joint report by the Head of Housing Services and the Head of Communities and Neighbourhoods Service. 29 – 33
8. **COMMON GOOD FUNDS ANNUAL REPORT 2020-2021**– Report by the Executive Director (Finance and Corporate Services). 34 – 42
9. **AREA CAPITAL UPDATE REPORT 2021-2022** – Report by the Executive Director (Finance and Corporate Services). 43 - 47
10. **SETTLEMENT TRUST – ANNUAL UPDATE ON EXPENDITURE AND FUNDS HELD – 2020/21** – Report by the Head of Communities and Neighbourhoods Service. 48 – 52
11. **NON-SETTLEMENT TRUST - ANNUAL UPDATE ON EXPENDITURE AND FUNDS HELD – 2020/21** – Report by the Head of Communities and Neighbourhoods Service. 53 – 56
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12.	SOUTH AND WEST FIFE AREA COMMITTEE FORWARD WORK PROGRAMME 2021	57 - 59

Members are reminded that should they have queries on the detail of a report they should, where possible, contact the report authors in advance of the meeting to seek clarification.

Lindsay Thomson
Head of Legal and Democratic Services
Finance and Corporate Services
Fife House
North Street
Glenrothes
Fife, KY7 5LT

29th September, 2021.

If telephoning, please ask for:
Michelle McDermott, Committee Officer, Fife House
Telephone: 03451 555555, ext. 442238; email: Michelle.McDermott@fife.gov.uk

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THE FIFE COUNCIL - SOUTH AND WEST FIFE AREA COMMITTEE – REMOTE MEETING**25th August, 2021****9.30 a.m. – 10.10 a.m.**

PRESENT: Councillors Alice McGarry (Convener), David Barratt, Bobby Clelland, Dave Coleman, Dave Dempsey, Sharon Green-Wilson, Mino Manekshaw, Tony Orton, Kate Stewart and Andrew Verrecchia.

ATTENDING: Alastair Mutch, Community Manager (South & West Fife), Communities and Neighbourhoods; David Thomson, Customer Experience Lead Officer / SPSO Liaison Officer, Customer & Online Services; Paul Hocking, Co-ordinator (Asset Management & Programme Development), Roads & Transportation Services; and Elizabeth Mair, Committee Officer, Legal & Democratic Services.

290. DECLARATIONS OF INTEREST

No declarations of interest were submitted in terms of Standing Order No. 7.1.

291. MINUTES

The Committee considered:-

- (a) Minute of meeting of South and West Fife Area Committee of 16th June, 2021.

Decision

The Committee agreed to approve the minute.

- (b) Minute of West Fife Area Common Good Sub-Committee of 16th June, 2021.

Decision

The Committee agreed to approve the minute.

292. COMPLAINTS UPDATE

The Committee considered a report by the Executive Director (Communities) providing an overview of complaints received relating to the South and West Fife Area for the year from 1st April, 2020 to 31st March, 2021.

Decision

The Committee noted the contents of the report.

293./

293. AREA ROADS PROGRAMME 2020-21 - FINAL REPORT

The Committee considered a report by the Head of Assets, Transportation and Environment advising members on the delivery of the 2020-21 Area Roads Programme (ARP).

Decision

The Committee noted the contents of the report.

294. PROPERTY TRANSACTIONS

The Committee noted the contents of a report by the Head of Assets, Transportation and Environment advising on action taken under delegated powers in relation to property transactions in the South and West Fife Committee Area.

295. SOUTH AND WEST FIFE AREA COMMITTEE FORWARD WORK PROGRAMME 2021

With reference to the Forward Work Programme 2021, the Convener advised that it had been suggested that the Annual Report on the Care Inspectorate Inspections and Grading Process should not be presented to the Committee as these reports were not submitted to other Area Committees.

Decision

The Committee:-

- (1) noted the Forward Work Programme 2021 which would be further updated as appropriate; and
- (2) agreed that the annual Care Inspectorate report continue to be submitted to the Committee.

296. NOTICE OF MOTION

In terms of Standing Order No. 8.1(1), the following Notice of Motion had been submitted:-

Councillor Mino Manekshaw, seconded by Councillor Bobby Clelland, moved as follows:-

"With regard to the current national speed limit (60mph) from the C53 junction with the B915 (at Balmule Fisheries), down through Bowershall and then southward, towards Townhill, as far as the ward boundary, Committee recognises the concerns expressed by the Police, the Bowershall community and the Townhill Community Council and acknowledges their request for a reduction to 40 mph in the interests of road safety. Officers are requested to please bring forward a report by the next Area Committee meeting which is scheduled for the 6th of October 2021".

Decision

The motion was unanimously agreed.

28 JUL 2021

South and West Fife Area Committee
6th October, 2021.
Agenda Item No. 4(a)



PETITION SUBMISSION FORM

If you wish to submit a petition for consideration by Fife Council, please complete this form. For guidance, further information or advice on the submission of a petition please see separate Petitions Criteria Guidance or contact Legal and Democratic Services by email at enquiry.petitions@fife.gov.uk

Details of principal petitioner submitting the petition

Please enter your name and the organisation you represent (if applicable). Include a contact address to which correspondence may be sent, a contact telephone number and e-mail address if available so that we can contact you with any queries.

Name:

ALAN
YATES

Address: 4 THE CAIRNS, CHARLESTOWN, FIFE

Postcode: KY11 3EP

Tel No:

E mail:

**Title of the
Petition**

THE CAIRNS PARKING

Petition Statement - Please state (in no more than 250 words) what action the Petitioner wishes the Council to take. If you require you can attach a typed sheet to this form with the detail.

CURRENT SITUATION:

1. DUE TO THE NATURAL PROGRESSION OF CAR OWNERSHIP (RESIDENTS AND VISITORS HAVE NO WHERE ELSE TO PARK) AND THE SIGNIFICANT INCREASE IN DELIVERY TRUCKS (COVID19) THERE IS NOW A VERY RESTRICTED (ON MANY OCCASIONS NONE) ABILITY FOR FIRE, AMBULANCE AND UTILITY VEHICLES (BIN WAGONS E.T.C.) TO SAFELY ACCESS THE FULL LENGTH OF THE CAIRNS ROAD (H&S ISSUE)
2. ROAD DRAINS BLOCKED (FOR A LONG TIME) CAUSING FLOODING ONTO GRASSED AREA AND MAKING A MUDDY MESS FOR RESIDENTS TO PARK/WALK
3. IRREGULAR KERB HEIGHTS CAUSING POTENTIAL SLIP, TRIPS AND FALLS (ESPECIALLY FOR ELDERLY RESIDENTS)

Cont.

4. GRASS CRETE WAS LAID DOWN (BY FIFE COUNCIL) TO ASSIST IN VEHICLES DRIVING ON GRASSED AREA, BUT DUE TO THE NATURAL INCREASE IN CAR OWNERSHIP, THIS GRASS CRETE AREA IS NOW USED FOR PARKING/DELIVERY TRUCKS E.T.C.
(PHOTOGRAPHS ENCLOSED OF ON-GOING PARKING/DELIVERIES AND USE OF GRASS CRETED AREA DAMAGE)

ACTION REQUIRED:

1. GRASS CRETED AREA REQUIRES TO BE DEEPEMED WITH APPROPRIATE MATERIALS (LONG TERM FIX), IN ORDER TO ALLOW SAFE PARKING OF RESIDENT VEHICLES AND SAFE AND FULL ACCESS OF FIRE, AMBULANCE AND UTILITY VEHICLES (BIN WAGONS)
2. KERBS TO BE ADJUSTED TO CURRENT SAFETY STANDARDS
3. ALL ROAD DRAINS TO BE CLEANED AND PROVEN TO WORK
4. APART FROM THE H&S SITUATION, THE CAIRNS IS IN A CONSERVATION AREA AND THE CURRENT STATE OF THE ROAD AND GRASSED AREA IS AN EYESORE FOR ALL WHO PROUDLY LIVE THERE AND GOES TOTALLY AGAINST THE PRINCIPAL AND ETHOS OF A "CONSERVATION AREA" TAG

Action taken (if any) to resolve issues of concern before submitting the petition

Before a petition is submitted, petitioners are expected to have taken reasonable steps in attempting to resolve the issues.

Please enter below details of any individuals or organisations approached. Copies of correspondence, including any responses, should be attached.

This information will be made available when this Petition is considered.

1. COPY OF ALL PREVIOUS EMAIL CORRESPONDANCE, BETWEEN THE PREVIOUS OWNERS OF OUR HOME (CALLUM MCINNES) AND FIFE COUNCIL ENCLOSED, OVER A PERIOD OF TWO YEARS
2. I HAVE CONTACTED SHIRLEY-ANNE SOMERVILLE AND HER OFFICE KINDLY FORWARDED THE CORRECT PETITION TEMPLATE.
3. DISCUSSED WITH MEMBERS OF COMMUNITY COUNCIL AND IS ON MONTHLY AGENDA FOR UPDATES TO COUNCIL.

Background Information

Please note any other background information that you think we should be made aware of.

Other Proceedings

Please indicate the following to the best of your knowledge.

Are the issue(s) raised in the petition currently being handled or been submitted in the past as a formal complaint to Fife Council?	Yes / No NOT SURE
Are the issue(s) raised in the petition currently subject to any other formal processes in the council e.g. appeal or planning process	Yes (No)
Are the issue(s) raised in the petition currently subject to any other legal proceedings, e.g. information within is not subject to interdict or court order?	Yes (No)

Appearance before a meeting considering the petition

The Convener of the appropriate Committee who hears the petition will invite the petitioner to appear before the meeting to speak in support of their petition. This is useful in assisting elected members to reach a decision.

Please indicate below whether you wish to submit a request to make a brief statement to the Committee when it is considering your petition.

***I DO wish the opportunity to make a brief statement at the Meeting**

☐

***I DO NOT wish to make a brief statement at the Meeting**

☒

*tick as appropriate

Signature of Lead Petitioner

When satisfied that the petition meets all the criteria outlined in the Guidance – Petitions Criteria, the Lead Petitioner should sign and date the form in the box below.

Any additional sheets of signatures should be attached to the form.

Signature  Date 26/07/21

Name of signatory in block capitals ALAN YATES

Number of people who
have signed the petition

28







Fwd: The Cairns, Charlestown

Martin Mulube <[REDACTED]>

Thu 18/02/2021 22:07

To: Alan Yates <[REDACTED]>

Hi Alan,

Email exchange between Callum and Various fife council representatives.

Sent from my iPhone

Begin forwarded message:

From: callum macinnes <[REDACTED]>
Date: 20 October 2020 at 21:16:55 BST
To: Martin Mulube <[REDACTED]>
Subject: Fwd: The Cairns, Charlestown

Hi Martin

Here is the last substantive email exchange with Fife Council.

Many thanks

Callum

Get [Outlook for Android](#)

From: Lewis Henderson <Lewis.Henderson@fife.gov.uk>
Sent: Wednesday, 12 February 2020, 15:26
To: callum macinnes
Subject: RE: The Cairns, Charlestown

Hi Callum,

I would be more than happy to attend this residents meeting. Hopefully by that point, I will have a fuller picture of any further requirements from our end. I am still chasing a response from Building Services and now Transportation Services on the question you raised in your last email. Would you be able to confirm what time the meeting will start?

Many thanks,

Lewis Henderson
Housing Management Officer
Inverkeithing Civic Centre
10 Queen Street
Inverkeithing
KY11 1PA

TEL: 03451 55 55 55
EXT: 445883



From: callum macinnes [REDACTED]
Sent: 10 February 2020 09:27
To: Lewis Henderson <Lewis.Henderson@fife.gov.uk>
Subject: Re: The Cairns, Charlestown

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi Lewis

Further to the below, we are looking at consulting with residents on the evening of the 10 March. Would you or another representative of the Council be able to attend on that date? We would be extremely grateful if you were able to send someone. The meeting would be at the Lime Centre in Charlestown.

Best regards

Callum

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From: Lewis Henderson <Lewis.Henderson@fife.gov.uk>
Sent: Wednesday, 29 January 2020, 09:36
To: callum macinnes
Subject: RE: The Cairns, Charlestown

Hi Callum,

Thank you for your email.

I am still trying to get a date from Building Services for them to quote for the work, this can sometimes take a bit of time to arrange but I am hoping they will be out next month. I will let you know as soon as I have a proposed date. It may well be that they would suggest contracting this out though and I suspect the quote may be similar.

With regard to the questions you have posed, I am not entirely sure what level of planning/permission will be involved but I will find out. I am almost certain that this sort of work wouldn't require formal planning permission but I will double check with our planning department. It would however likely involve finalised plans being looked at and signed off by ourselves in Housing and evidence of public liability insurance being demonstrated (the contractor will be able to provide this).

As this work is something that will require the consultation of all occupiers of the street, I think it would be wise to have a residents meeting to discuss things such as road closures, funding and any finer details. Please let me know if you are looking to arrange this and if I can help in any way then I will try. I will of course be happy to attend any meeting.

Do you have any paperwork/drawings/quotes in paperwork form that you could send over so I can start to look at what might be involved?

Many thanks,

Lewis Henderson

**Housing Management Officer
Inverkeithing Civic Centre
10 Queen Street
Inverkeithing
KY11 1PA**

**TEL: 03451 55 55 55
EXT: 445883**



From: callum macinnes <[REDACTED]>
Sent: 25 January 2020 20:49
To: Lewis Henderson <Lewis.Henderson@fife.gov.uk>
Subject: Re: The Cairns, Charlestown

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi Lewis

I've now had a quote back from the company you recommended. They are quoting c£30k to effectively widen the road and tarmac it or c£34k to put down and extended area of the existing 'grasscrete'.

In order that I can take this forward, i wonder if you might please be able to answer the below questions or point me in the direction of some one who might be able to help?

Firstly, do you know if Fife Building Services are intending to provide an alternative quote for the work?

If we do go forward with this quote, what permissions / authorisation would we need to secure from Fife Council?

Also are there any Council requirements in respect of insurances, method statements, road closure notices or anything else we would need to be aware of?

Would Fife Council have a view on which of the two options they have quoted for we proceed with?

Would we need formal planning permission and, if so, would a fee be required or would this not be the case as it is Council land?

Is there any thing else that we should factor in before we continue with this project and look to secure funding for it?

If we were to have a residents meeting to discuss the project and whether or not people in the street were prepared to contribute to the work would a representative from the Council be willing to attend? We would plan to invite our local councillors as well.

Best regards and thank you again for all of your assistance to date.

Many thanks

Callum

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From: callum macinnes [REDACTED]
Sent: Wednesday, January 1, 2020 8:55:10 PM
To: Lewis Henderson <Lewis.Henderson@fife.gov.uk>
Subject: Re: The Cairns, Charlestown

Hi Lewis

Happy new year! I hope that you had a great break.

I was just wondering whether you'd had any joy tracking down someone in the Building Services department?

Best regards

Callum

From: callum macinnes [REDACTED]
Sent: Monday, December 16, 2019 3:51 PM
To: Lewis Henderson <Lewis.Henderson@fife.gov.uk>
Subject: Re: The Cairns, Charlestown

Hi Lewis

That would be great. Thank you very much.

Best regards

Callum

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From: Lewis Henderson <Lewis.Henderson@fife.gov.uk>
Sent: Monday, 16 December 2019, 15:50
To: callum macinnes
Subject: RE: The Cairns, Charlestown

Hi Calum,

I could likely arrange for you to meet a representative from Building Services on site to discuss the work and a quote. I'll get in touch with them and get back to you asap.

Many thanks,

Lewis Henderson
Housing Management Officer
Inverkeithing Civic Centre
10 Queen Street
Inverkeithing
KY11 1PA

TEL: 03451 55 55 55
EXT: 445883



From: callum macinnes [REDACTED]
Sent: 11 December 2019 13:47
To: Lewis Henderson <Lewis.Henderson@fife.gov.uk>
Subject: Re: The Cairns, Charlestown

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Great, thank you.

Would it be an option to use Fife building services if we could find the finances and, if so, would they be able to cost the job for us so that we know how much money we'd need to raise?

Many thanks for your continued patience with all my questions!

Best wishes

Callum

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From: Lewis Henderson <Lewis.Henderson@fife.gov.uk>
Sent: Wednesday, December 11, 2019 1:25:54 PM
To: callum macinnes [REDACTED]
Subject: RE: The Cairns, Charlestown

Hi Callum,

In response to your previous emails, I know that this work would normally be carried out by Fife Council Building Services but I have used a contractor recently to carry out similar work- **CDJ Watson Builders** - 01383 729996.

As far as I'm aware there are no specific requirements about which contractors you can use. I am happy to review any quote to show the work due to be carried out.

Many thanks,

Lewis Henderson
Housing Management Officer
Inverkeithing Civic Centre
10 Queen Street
Inverkeithing
KY11 1PA

TEL: 03451 55 55 55
EXT: 445883



From: callum macinnes [REDACTED]
Sent: 02 December 2019 08:35
To: Lewis Henderson <Lewis.Henderson@fife.gov.uk>
Subject: Re: The Cairns, Charlestown

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Hi Lewis

Further to my previous email, I am looking to try to get costs for the work in order to understand if this will be something that is feasible to fund from home owner donations or not.

Before I do so, can I please ask if you (or your colleagues) can please let me know whether you have any specific requirements about how this work is carried out before I seek these quotes? Given that this is Fife Council land, are we obligated to go to any specific contractors for prices, are there any rules about the materials to be used and/or is there anything else that I should be aware of?

Many thanks

Callum

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From: callum macinnes <[REDACTED]>
Sent: Saturday, November 23, 2019 9:38:33 PM
To: Lewis Henderson <Lewis.Henderson@fife.gov.uk>
Subject: Re: The Cairns, Charlestown

Hi Lewis

Many thanks for getting back to me and for looking in to this further. Thank you also for offering to assist in helping us move this forward. One thing that would be very helpful, if you were able, would be if you or your colleagues could please suggest some appropriate contractors who we could contact to quote to undertake this type of work?

Best regards

Callum

From: Lewis Henderson <Lewis.Henderson@fife.gov.uk>
Sent: Monday, November 18, 2019 10:27 AM
To: callum macinnes <[REDACTED]>
Subject: RE: The Cairns, Charlestown

Hi Callum,

Sorry for the late response. I have been waiting for clarification myself.

I have spoken with the relevant people regarding this and they have confirmed as I suspected that they would not be willing to justify funding the whole works as although this is Fife Council Housing land, there is only 1 Fife Council tenancy on the street that would benefit from this. Therefore, they will not allocate budget for this.

I appreciate you will want to discuss this with the Community Council. Please let me know if there is something you would want to progress with us funding on behalf of our tenant as previously discussed. I would be happy to assist in how we move this work forward in terms of actually carrying it out.

Many thanks,

Lewis Henderson
Housing Management Officer
Inverkeithing Civic Centre
10 Queen Street

Inverkeithing
KY11 1PA

TEL: 03451 55 55 55
EXT: 445883



From: callum macinnes <[REDACTED]>
Sent: 12 November 2019 08:52
To: Lewis Henderson <Lewis.Henderson@fife.gov.uk>
Subject: Re: The Cairns, Charlestown

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi Lewis

Have you by any chance heard back from your Colleagues?

Best regards

Callum

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From: callum macinnes <[REDACTED]>
Sent: Monday, 4 November 2019, 21:11
To: Lewis Henderson
Subject: Re: The Cairns, Charlestown

Hi Lewis

Many thanks for your help on the phone the other day. I was just wondering whether you'd managed to hear anything further from your colleagues yet?

Best regards

Callum

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From: callum macinnes <[REDACTED]>
Sent: Monday, October 28, 2019 5:36:24 PM
To: Deborah Cook <deborahcook24@hotmail.com>
Subject: Fwd: The Cairns, Charlestown

Fyi

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From: Lewis Henderson <Lewis.Henderson@fife.gov.uk>
Sent: Monday, October 28, 2019 2:56:43 PM
To: callum macinnes <[REDACTED]>
Subject: RE: The Cairns, Charlestown

Hi Callum,

Thank you for your email.

The principle of what you are proposing is definitely something that we could get on board with and I would have no objections to. I can see how it would be a comparatively low-cost way solution to the issue. Fife Council would be willing to pay our share of this on behalf of the 1 Fife Council tenant on the street with the rest of the community funding their share. I appreciate for this to move forward you will need to consult with the residents on the street and ensure that everyone is happy for the work to go ahead.

Please let me know how the consultation goes and how you would wish to progress this.

Many thanks,

Lewis Henderson
Housing Management Officer
Inverkeithing Civic Centre
10 Queen Street
Inverkeithing
KY11 1PA

TEL: 03451 55 55 55
EXT: 445883



From: callum macinnes - [REDACTED]
Sent: 22 October 2019 22:25
To: Lewis Henderson <Lewis.Henderson@fife.gov.uk>
Cc: Deborah Cook [REDACTED]
Subject: Re: The Cairns, Charlestown

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Dear Lewis

Thank you very much for your response to the below query about parking at the Cairns. My wife Deborah has passed it on to me to respond to you, as I am a member of the Community Council and have been discussing this issue with them.

As the current solution with the stone chippings hasn't worked, the proposal being explored is to look to extend the existing concrete grid (grass-crete) as this element seems to have worked effectively. The idea would be to extend this so that it was at least a car width wide and extends around the whole of the 'u' (other than where the path would bisect it) - as currently only part of the street is covered by the existing grass-crete (and people are parking on the areas that aren't covered and tearing up the grass as a result). This would address the parking shortage by allowing parking on both sides of the road whilst also providing sufficient space for bin lorries / emergency vehicles / delivery lorries etc to pass. We would also like to consider some kind of barrier to prevent people straying any further into the grass (destroying the grass and becoming stuck, as has happened at least twice recently!). I can provide a more detailed specification of the works that we think would need to be undertaken if that is helpful?

We are, however, just looking to discuss this with you at this stage to understand what might be possible. Assuming that you were happy in principle, we would then need to consult with the home owners in the street but I didn't want to start doing that until we knew that we had a proposition that the Council would be willing to support and fund.

Thank you again for your help and I look forward to hearing from you.

Best wishes

Callum MacInnes

From: Lewis Henderson
Sent: Tuesday, October 22, 2019 11:35:24 AM
To: [REDACTED]
Subject: The Cairns, Charlestown

Hi Deborah,

I am contacting you with regards to your enquiry about parking in your street. This situation is one that I am familiar with and have looked at previously as I am aware that space within the street is at a premium with the increased number of cars being introduced.

Would you be able to provide me with a bit more detail regarding the plan which is being proposed by the Community Council?

Many thanks,
Lewis Henderson
Housing Management Officer
Inverkeithing Civic Centre
10 Queen Street
Inverkeithing
KY11 1PA

TEL: 03451 55 55 55
EXT: 445883



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6th October, 2021.
Agenda Item No. 4(b)

Briefing Paper – Parking at The Cairns, Charlestown

Date: 6th October, 2021

To: South and West Fife Area Committee Members

CC:

Notes:

Authors and contact for information:

Claire Mackinlay, South and West Fife Area Housing Manager , Housing Services

Introduction

The Cairns, Charlestown is a curved road on which are located 24 properties, one of which is a Fife Council housing tenancy. There is a large grassed area enclosed by The Cairns and West Road which is owned by Housing Services – see Appendix 1.

Cars are parked along one side of the road which makes it difficult for larger vehicles to pass. Work was carried out some years ago through the then Locality Budget to install grasscrete along the top curve of the grassed area to allow the passing of larger vehicles. This was not intended as a parking area. Since then, however, vehicles are being parked on the grasscrete, resulting in the grass being churned up in places.

A petition has been submitted requesting that a longer term solution is applied to the grasscrete area to enable safe parking of residents' vehicles, also allowing access for larger vehicles.

Considerations and Options

Initial discussions with Roads and Transportation Services suggest that the work requested in the petition to create the additional parking to an adoptable standard would cost in the region of £30 - £50k. These costs would need to be confirmed before any further decisions are taken.

Although the grassed area of land is owned by Housing Services, the regulations surrounding the Housing Revenue Account prevent budget spend unless a majority of tenants will benefit from it. Because there is only 1 tenanted household from a total of 24 households, capital spend is therefore restricted. However, as the land belongs to Housing Services, a contribution up to half of the costs of the proposed works would be acceptable.

Roads and Transportation Services have no budget provision for off street parking. This has historically been funded by other Services. Should works to provide additional parking be carried out to an adoptable standard, Roads and Transportation would adopt the additional area for future maintenance. Roads and Transportation will carry out any necessary work regarding blocked drains, as detailed in the petition.

The provision of additional parking area by removing amenity land may be subject to a planning application.

Conclusion

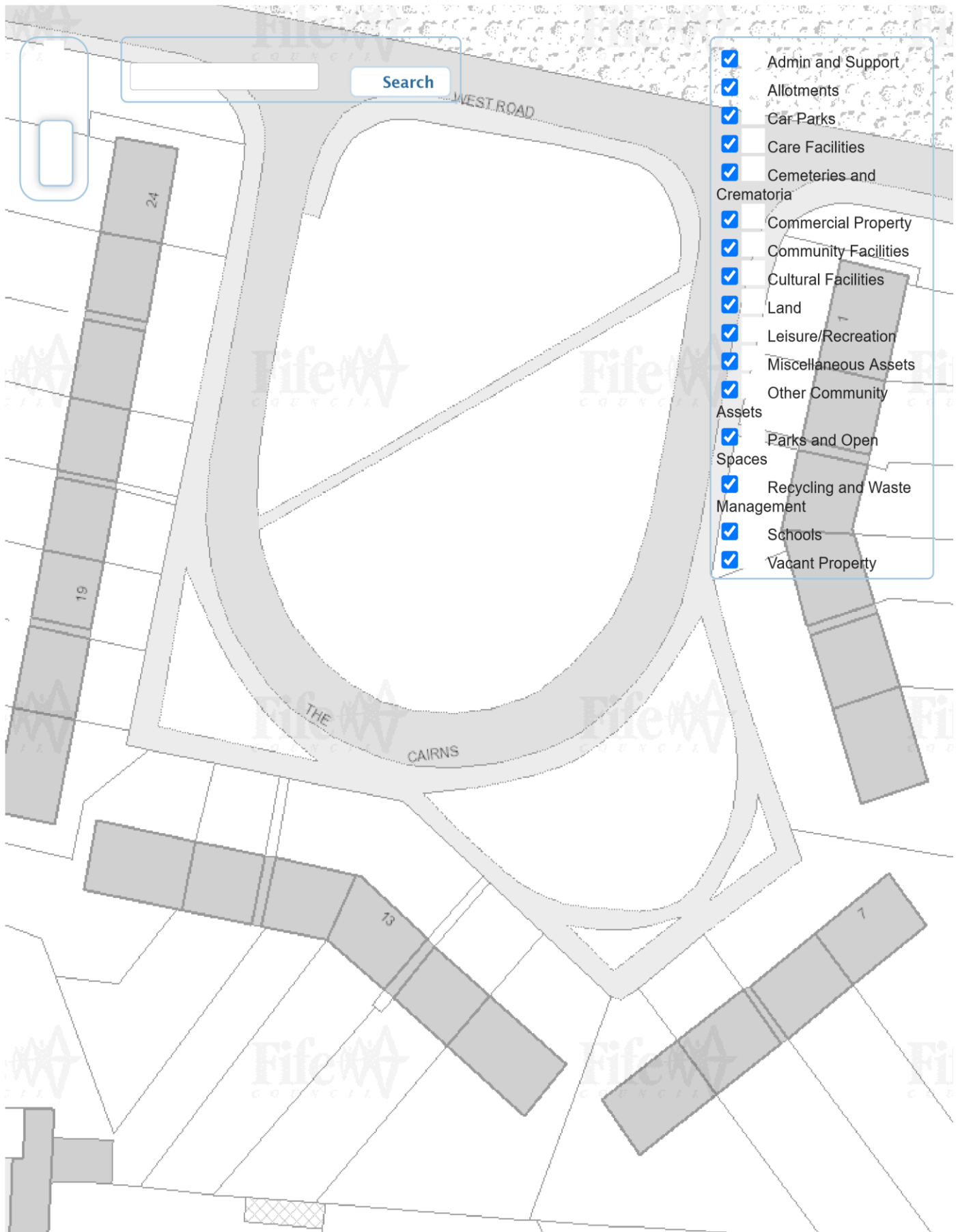
Roads and Transportation will carry out works to clear blocked drains in the area.

Initial discussions with Roads and Transportation Services suggest that works to allow additional parking / vehicle access may cost in the region of £30k to £50k. Subject to these costs being confirmed, Housing Services are able to commit to half of the funding of this work. This, however, would leave a shortfall of funding which would need to be identified if works are to be undertaken.

Recommendations

1. Roads and Transportation carry out works required to unblock the road drains in the area.
2. Subject to receiving and agreeing confirmed costs, Housing Services contribute half of the costs to the work to provide additional parking / vehicle access.
3. Subject to receiving confirmed costs, funding would need to be identified for the shortfall of funding for the additional works.

Appendix 1 – Plan of The Cairns, Charlestown



6th October, 2021.

Agenda Item No. 6

Annual Report on Outcomes of Care Inspectorate Inspection and Grading Process (Health & Social Care Partnership)

Report by: Nicky Connor, Director of Health and Social Care

Wards Affected:

Purpose

This report informs members of the range of inspections that have been undertaken by the Care Inspectorate and highlights the inspection grades awarded for care services within the South and West Fife area.

The registered organisations included provide a range of care and support services to the Health and Social Care Partnership in Fife and represent a mixture of sectors, e.g. private and voluntary.

During the COVID-19 pandemic, the Care Inspectorate suspended their routine care home inspection activity. Whilst inspection activity was not in place, the Care Inspector for each service was in regular contact, in most cases weekly, to all services to monitor care providers, but also to offer regulatory support and guidance. Due to the suspension to inspection, it should be noted that several care services have not been inspected for since the last report to this Committee.

Recommendation(s)

Members are asked to note the outcome of the inspection process and grades awarded to care services in Fife.

Resource Implications

No resource implications.

Legal & Risk Implications

No legal implications.

Impact Assessment

No impact assessment is required.

Consultation

No consultation has taken place or is required.

1.0 Background

- 1.1 Fife Health and Social Care Partnership either directly provide the care and support services or commission the care and support services, with all required to be registered and will be subject to inspection by the Care Inspectorate.
- 1.2 All care and support services are committed to continuous improvement and are proactively taking on board comments and suggestions made through the inspection process.
- 1.3 Inspections are used to ensure that services continue to meet the standards and the needs of people using the service. Inspections are also used to assess whether improvements have taken place in services where risks to service users has previously been identified or where enforcement action has been taken.

2.0 Issues and Options

- 2.1 Inspections will evaluate (grade) these using the six-point scale set. The grades are as follows:

Grade 6 - Excellent	Outstanding or sector leading
Grade 5 - Very good	Major strengths
Grade 4 - Good	Important strengths, with some areas for improvement
Grade 3 - Adequate	Strengths just outweigh weaknesses
Grade 2 - Weak	Important weaknesses – priority action required
Grade 1 - Unsatisfactory	Major weaknesses – urgent remedial action required

- 2.2 The grading awarded to the inspected services within the South and West Fife area are predominately in the *Good*, *Very Good* and *Excellent* categories - with some achieving consistently high grades across all themes.
- 2.3 In response to the COVID19 pandemic, the Care Inspectorate introduced a specific inspection theme “How good is our Care & Support during Covid 19 pandemic?”. This theme looked at how care services responded to the pandemic, for example, infection control practices.
- 2.4 **Appendix One – Care Service Grading** highlights the current position of the Care Inspectorate inspection outcomes for care services being provided within the South and West Fife area, for both care homes and care at home services.
- 2.5 Feedback from service users and carers during the inspection process reflects continued high levels of satisfaction with the services provided.
- 2.6 The Partnership may suspend, or agree with a care service to suspend, new placements into the care service where the outcome from an inspection results in a score of two (weak) or less (unsatisfactory) in any themed area which could impact on the quality of care.

- 2.7 Where a care service has been evaluated as needing improvement, an action plan outlining improvement is produced and these are regularly monitored to ensure improvements are on track and that any enforcements, requirements or recommendations are dealt with within the timescale. The inspectors follow this up during future visits to ensure that these are progressed.
- 2.8 No suspensions are in place with care services in Fife due to the outcome of a care inspectorate inspection.
- 2.9 The Partnership will liaise and work closely with the care provider, linking in with the Care Inspectorate, on the actions the care service are or intend to take in order that the necessary improvements are achieved.

3.0 Conclusions

- 3.1 Fife Health and Social Care Partnership's goal is to strive to continuously improve the experience of service users and their carers and the external inspection process is used as a tool to support the development and improvement processes.
- 3.2 This report highlights the current position of inspection outcomes and grading for registered care services, delivered or commissioned in the South West Fife locality. Please note that several care inspections have not been undertaken recently but as restrictions have eased, the Care Inspectorate has recommenced inspection of care services.

List of Appendices

- 1. Care Service Grading

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Appendix 1 – Care Service Grading

Table 1 – Private / Voluntary Sector Care Homes

Name of Care Service	Inspection Date	Key Quality Evaluation Questions (Old Quality Themes in brackets)				
		How well do we support people's wellbeing? (Care & Support)	How well is our care and support planned? (Care & Support)	How good is our setting? (Environment)	How good is our staff team? (Staffing)	How good is our leadership? (Management & Leadership)
Bandrum Nursing Home, Saline	09/04/2019	4	4	Not inspected	Not inspected	Not inspected
Forth Bay, Kincardine	15/05/2019	5	5	Not inspected	Not inspected	Not inspected
Henderson House, Dalgety Bay	13/07/2021	2	Not Inspected	Not inspected	Not inspected	Not inspected
Henderson House, Dalgety Bay	13/07/2021	How good is our Care & Support during Covid 19 pandemic? - 3				
Hilton Court Care Home, Rosyth	06/09/2019	5	5	Not inspected	Not inspected	Not inspected
Orchardhead House, Rosyth	02/12/2019	5	5	Not inspected	Not inspected	Not inspected
Orchardhead House, Rosyth	24/11/2020	How good is our Care & Support during Covid 19 pandemic? - 5				

Table 2 – Fife Health & Social Care Partnership Adult Services

Name of Care Service	Last Inspection Date	Key Quality Evaluation Questions (Old Quality Themes in brackets)				
		How well do we support people's wellbeing? (Care & Support)	How well is our care and support planned? (Care & Support)	How good is our setting? (Environment)	How good is our staff team? (Staffing)	How good is our leadership? (Management & Leadership)
Accommodation with Care and Housing Support	24/09/2019	5	5	Not inspected	5	5
Adult Services, Resources - Housing Support and Care At Home Service	30/10/2019	5	5	Not inspected	5	5
Shared Lives Fife	15/01/2018	6	6	Not inspected	5	5
West Fife Community Support Service	18/03/2016	6	6	6	6	6

Table 3 – Fife Health & Social Care Partnership Care at Home Provision

Name of Care Service	Inspection Date	Key Quality Evaluation Questions (Old Quality Themes in brackets)				
		How well do we support people's wellbeing? (Care & Support)	How well is our care and support planned? (Care & Support)	How good is our setting? (Environment)	How good is our staff team? (Staffing)	How good is our leadership? (Management & Leadership)
West Fife Care at Home	30/01/2020	4	4	Not inspected	4	4
Short Term Assessment and Review Team (START)	19/02/2020	4	4	Not inspected	4	4

Table 4 - External Care & Support at Home Provision

Name of Care Provider	Date of last Inspection	Key Quality Evaluation Questions (Old Quality Themes in brackets)				
		How well do we support people's wellbeing? (Care & Support)	How well is our care and support planned? (Care & Support)	How good is our setting? (Environment)	How good is our staff team? (Staffing)	How good is our leadership? (Management & Leadership)
ACS Care at Home	16/05/2019	4	4		Not inspected	5
Ark Fife West	03/05/2019	5	5		Not inspected	5
Assisted Services	05/12/2019	5	5		4	4
Avenue Care Services	07/07/2021	4	4		Not inspected	Not inspected
Balmoral Health and Social Care	09/10/2019	5	5		5	4
CarePlus (Scotland Ltd)	16/10/2019	2	2		2	2
CarePlus (Scotland Ltd)	17/03/2021	How good is our Care & Support during Covid 19 pandemic? - 3				
CERA Care	14/11/2019	4	4		4	4
Connected Care		Service registered 25/02/2020 – Not yet inspected				
Constance	22/01/2020	4	4		4	4
Elite Care (Scotland) Ltd	10/07/2019	5	5		Not inspected	5
ENABLE Scotland	23/05/2019	5	5		5	5
Hillcrest Futures Fife and Kinross	03/05/2019	6	6		5	Not inspected
Hillcrest Futures Fife and Kinross	04/06/2021	How good is our Care & Support during Covid 19 pandemic? - 2				
Kingdom Support and Care	07/02/2020	5	5		6	5
Leonard Cheshire Disability – Dunfermline	08/05/2019	5	5		5	4
L-O-V-E Care		Service registered 03/05/2021 – Not yet inspected				
Oran Homecare Ltd	19/03/2020	5	5		5	5
Real Life Options – West Fife Services	16/08/2019	5	5		5	5
The Richmond Fellowship – West Fife	01/08/2019	3	3		5	3
Scottish Autism – Fife Care Support	11/12/2019	5	5		5	5

6th October, 2021.
Agenda Item No. 7

Supporting the Local Community Plan - South East Inverkeithing Regeneration – Progress Report

Report by: John Mills, Head of Housing Services and Paul Vaughan, Head of
Communities and Neighbourhoods Service

Wards Affected: 6

Purpose

The purpose of this report is to advise members of progress with the regeneration of South East (SE) Inverkeithing.

Recommendation

The Committee is requested to comment on the work undertaken so far with the regeneration of SE Inverkeithing.

Resource Implications

Funding from existing Housing Revenue Account (HRA) budgets were available to support the initial and ongoing costs of the project focussed on the demolition costs and the redevelopment of the shopping facility. Additional funding for the redevelopment of Fraser Avenue has been sourced by Kingdom Housing Association working with the Scottish Government. £50,000 of funding from the Local Community Planning Budget has previously been approved by this Committee to support projects overseen by the Neighbourhood Partnership.

Legal & Risk Implications

There are no specific legal or risk implications arising from this report.

Impact Assessment

An EqIA is not required because the report does not propose a change or revision to existing policies and practices.

Consultation

Members of the local community and Ward 6 Councillors continue to be consulted.

1.0 Background

- 1.1 In August 2013, the Executive Committee approved proposals to bring forward the initial stages required towards the regeneration of the SE Inverkeithing area. The regeneration of SE Inverkeithing is identified as a key action in the South and West Fife Local Community Plan.
- 1.2 The Area Committee last received an update on progress at its meeting in October 2020. The following report advises of the progress since that time.

2.0 Progress – April – September 2021

Neighbourhood Partnership

- 2.1 The Neighbourhood Partnership allows the community, services and organisations to come together to have a say in and influence the physical, social and economic regeneration of the area. The partnership's key role is to support the delivery of the Neighbourhood Plan's priorities.
- 2.2 All three groups have been amalgamated into the Community Connections Group (CCG). This Working Group will continue to drive forward the Neighbourhood Plan and the Community Benefits Action Plan in a coherent way.
- 2.3 The Local Development Officer for Communities (LDO) will include a summary of actions/issues raised on their report which will be presented at the Project Implementation Board Meetings (PIB).
- 2.4 The CCG have allocated time slots available on request for LDO (Housing), Fife Works and children and young people from the local schools.
- 2.5 Actions from the PIB are discussed as well as communications/publicity for up and coming events at the CCG. The group have still not met yet as there are no new initiatives being developed due to current restrictions.
- 2.6 Community engagement and consultation is at the core of the programme. The LDO for Communities is continuing to engage with residents who come along to the pantry on a weekly basis.

Neighbourhood Partnership Community Connections Group

- 2.7 Community Connections Group: This group was working to achieve priorities identified in the Inverkeithing Neighbourhood Plan. Some of the previous projects are currently not taking place due to Government restrictions, however, there is an aspiration that the projects will be started again when it is safe to do so.
- 2.7.1 Inverkeithing Pantry – This was started up last June with the support of Inverkeithing Trust and Community Use. The aim was to alleviate any pressure to the local Foodbank and to encourage community connections. This is open for anyone in the community to come along to. This project is now being managed by Inverkeithing Trust with the support of the LDO for communities. On average, 65 bags are given out/delivered each week. The volunteers receive surplus food from several local shops and supermarkets and have linked up with EATS Rosyth who provide 60 cooked meals each week for the pantry. The Trust and Pantry volunteers are exploring a project that would take the Pantry to another level by having themed cooking sessions using the food which individuals receive in their pantry bags. A plan for this is currently being developed.

- 2.7.2 Summer at the Bally – This initiative runs in partnership with Inverkeithing Trust every Thursday over the summer break. Families were encouraged to come along to Ballast Bank to pick up a packed lunch. All activities were held outside, families were asked to bring a rug to sit on. While there, we had outdoor arts and crafts workshops and the Active Schools Co-ordinator facilitated games for the children. The LDO for Communities was able to spend time talking to families as some parents stated that they had struggled during lockdown and had not really met with others. They were pleased to be able to enjoy other people's company at a safe distance outside. We also had several grandparents come down with their grandchildren. Many had never been involved in our activities before. The LDO for Communities used a local cafe to provide the packed lunches, this business was on the verge of closing due to the pandemic but the owner has stated that the summer activity money has kept her in business. We were also able to fund the arts and crafts activities which enabled children and young people to make connections with their peers. Over the 7 weeks we had on average 75 children and 35 adults attend, many of the adults had previously been shielding and this was their first time out at an event with their children. This project was funded by money received from the Scottish Government for summer activities.
- 2.7.3 Stitching Together - The Training Officer for the Inverkeithing Heritage Regeneration Project is in contact with the Knitting Group and the Sewing Group, both groups are involved in the community tapestry project for the Town House.
- 2.7.4 Community Connectors - The LDO for Communities has eleven new community connectors who come along to the pantry. The idea behind Community Connectors is to recruit local people to promote any events, consultations, activities that may be running in the area by speaking with neighbour/friends, etc. The LDO for Communities works closely with the community connectors to co-ordinate place-based activities that run in the local area. Local people are encouraged to share and develop their ideas of possible community initiatives.
- 2.7.5 Inverkeithing Masterplan / Neighbourhood Plan – Inverkeithing Community Development Group have now become a registered SCIO and are now known as Inverkeithing Trust. The LDO for Communities has continued to support the Trust members during the pandemic. The Trust are involved in several key priorities, detailed below that were identified in the Neighbourhood Plan.
- 2.7.6 Garden Competition 2021 - Gardens have become even more important places for people during lockdown. Inverkeithing Trust decided to resurrect the Inverkeithing Garden Competition over the summer. It proved to be a success with around 14 entrants in various categories and a special 'garden on a plate' competition for children up to 12 years old. Members of the Friary Garden and Inverflora Group were responsible for the judging of the entrants. What was most evident across the range of gardens entered was the love and care invested in these special places. Prizes were awarded on Saturday, 7th August. The Trust will be taking forward the Garden Competition in 2022 as part of its plans to bring back the town's Annual Flower and Produce Show next year.
- 2.7.7 Coastal Path Feasibility Study - Earlier this year the Trust drew up a brief and held a tender exercise for a feasibility study looking at ways to improve the coastal path route through and around Inverkeithing for walkers and cyclists. A preferred consultant was identified with support from the LDO through a rigorous tender process. The Trust is currently engaging with the Fife Coast & Countryside Trust, who have indicated they would be keen to be involved, following which various grant applications will be prepared and submitted to enable a start to this project.

- 2.7.8 Friary Play Park - As part of a potential project to regenerate the Friary's desolate and neglected play park, the Trust successfully obtained grant funding for a grounds/cellars survey in the Friary Gardens as there was evidence of ground movement. The survey has been completed and the final report has been passed to relevant Fife Council and Fife Historic Buildings Trust Officers for their use.
- 2.7.9 Invergreening - The Trust participated in the Council's grasslands management consultations and were subsequently invited to be part of discussions on the plans for Whinnyhill. Improving the local environment, especially through biodiversity projects, is part of the Trust's charitable aims. One of the Trust members is particularly keen to be involved as he is a nature conservationist currently working with the RSPB. Another member would like to explore the possibility of the local Beavers, Cubs and Scouts engaging with the project in some way to help with the planting. It is hoped a meeting can be arranged soon between the Trust and relevant Fife Council Officers to discuss the plans for Whinnyhill and the possibilities for future community engagement.
- 2.7.10 Inverkeithing Group Support – The LDO for communities is supporting Inverkeithing Community Council (ICC) to hold a winter fair. This involves supporting them with events and road closure applications as well as funding. ICC will arrange to have a Christmas Tree outside the Civic Centre with the lights being turned on at the fair. There will be stalls with priority given to local groups and businesses. Activities will also be available for children. This event is a pilot for future outdoor events in Inverkeithing when the shared space is completed in the high street as part of Inverkeithing's regeneration programme. ICC are also working alongside the local church and Inverkeithing Trust in this project.
- 2.7.11 Other Projects out with the SEIR Area – The LDO for Communities has been working to promote effective social regeneration by involving the wider community of Inverkeithing. The rationale for this was to increase community engagement and participation for the whole community to avoid creating a silo in the new regeneration site. This has involved supporting numerous projects such as the Inverkeithing Heritage Regeneration Programme, meetings for this have continued to be held online.

Housing Redevelopment

- 2.8.1 Phase 2 of the new build development is well underway and includes 61 housing units and the main park area. Kingdom Housing Association (KHA) have advised that there will be handovers taking place by the end of October and mid-November, totalling 29 units. The remaining 32 units will be released prior to June 2022.
- 2.8.2 Currently, there are 5 tenants and 3 scatter flats remaining in use across 4 stairwells. Three tenants recently moved to the Spencerfield development and we expect one more to be housed there before the end of 2021. One tenant is due to move in November to the KHA development. The remaining KHA units are being allocated through the Fife Housing Register according to Kingdom's lettings policy. So far, around half of the allocations for the first phases have been completed.
- 2.8.3 Demolition of the blocks in Phase 3 still scheduled for autumn 2022. This relies on all the remaining tenants being housed by summer 2022. Scatter flats will remain in use as long as possible given the unprecedented demands on temporary accommodation at this time.

- 2.8.4 The Fire Service have used one of the empty blocks for exercises over the past few weeks and have reported that they find this extremely useful for Breathing Apparatus Training in a real-life situation. We will continue to make this block available for such training.

3.0 Conclusions

- 3.1 The regeneration of SE Inverkeithing is progressing, despite setbacks due to the lockdown and subsequent restrictions. The few remaining tenants can now look forward to moving onto their new homes soon, whether that be with Kingdom Housing or with Fife Council.
- 3.2 Although wider community regeneration work has been severely hampered by Covid-19, it does continue albeit in new and different formats.

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6th October, 2021.

Agenda Item No. 8

Common Good Funds Annual Report 2020-2021

Report by: Eileen Rowand, Executive Director (Finance and Corporate Services)

Wards Affected: All

Purpose

The purpose of this report is to advise members of the current status of the Common Good Funds in the area and relevant fund activities over the financial year 2020/2021.

Recommendations

Members are asked to:

- (1) note the information contained in the relevant appendices for the various Common Good funds; and
- (2) offer comments as appropriate on the information provided.

Resource Implications

The additional work to produce these reports has been resourced from within Finance and Corporate Services Directorate.

Legal & Risk Implications

There are no known legal or risk implications.

Impact Assessment

An EqlA has not been completed and is not necessary as the report does not propose a change or revision to existing policies and practices.

Consultation

Consultation has taken place with Assets, Transportation and Environment Services and Fife Cultural Trust.

1.0 Background

- 1.1 Annual reporting is one of a suite of measures designed to ensure that Fife's Common Good Funds are managed and reported in a way that reflects best value for the organisation.
- 1.2 Historically, the Common Good Fund has comprised both capital and revenue balances. The capital balance consists of fixed assets which are heritable property and investments. The revenue balance comprises current assets held in the Council's accounts on behalf of the relevant fund.

2.0 Common Good Fund - Key Elements

2.1 Revenue Account

2.1.1 Income

The cash income received during the financial year is mainly from rents, interest on investments and external interest. Income from net gain on revaluation is a result of the revaluation of the fund's investments at the year end.

2.1.2 Expenditure

In line with the Council's agreed policy, the first call on the Common Good Fund is maintenance of Common Good property. Disbursements/donations and other expenses are also funded from the Common Good Fund.

The amount spent on property costs and disbursements/donations are detailed within the notes to the accounts for the individual Common Good Funds.

The net effect of the income and expenditure on a Common Good account results in a surplus or deficit for the particular year. This amount is then transferred to balances.

3.0 Balance Sheet

3.1 Fixed Assets

3.1.1 Heritable Property

Heritable Property comprises land and buildings held on Common Good accounts. In the main, this is municipal buildings and recreational land of various kinds.

The attached accounts reflect the assets held on the Common Good Balance sheet as at 31st March, 2021. A complete list of all Common Good assets relative to this Area is also attached at Appendix 1(b).

3.1.2 Investments

In addition to heritable property, each Common Good Fund also has investments. These investments form part of the funds capital balances. Investments are made using the Council's standard investment strategy to maximise income to the fund.

The heritable property and investments represent the capital balances.

3.2 **Current Assets**

The Advance to Loans Fund comprises monies held in the Council's bank account which receive internal interest from Fife Council.

The advance to loans fund, plus debtors and less creditors, represents the revenue balances.

The revenue account and balance sheet form the financial accounts for the Common Good Fund and this is attached as Appendix 1 to this report.

4.0 **Moveable Property**

- 4.1 Moveable property held as part of the Common Good comprises everything that is not land or buildings, e.g. Council Chains of Office, furniture, ceremonial robes and so on. The Local Services Network and Museums and Libraries can provide a list of this moveable property if required.

5.0 **Conclusions**

- 5.1 This report and its Appendices are intended to give members greater information on the relevant Common Good Funds.

List of Appendices

1. West Fife Area Common Good Fund Annual Report 2020/2021 (incorporating as Appendix 1(a) the financial statement 2020/2021 and as Appendix 1(b) the schedule of heritable property).

Background Papers

The following papers were relied on in the preparation of this report in terms of the Local Government (Scotland) Act, 1973:

- Fife Council Annual Accounts 2020/2021

Report Contacts

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West Fife Common Good Fund

Annual Report 2020-21

1. Overall Position

The fund comprises capital and revenue balances. The capital balances comprise heritable property and investments totalling £806,942. The revenue balances comprise the Advance to Loans Fund plus debtors less creditors totalling £332,135. The total balances of West Fife Common Good are £1,139,077 as shown in Appendix 1(a).

2. Key Issues in Financial Year 2020-21

2.1 Income

Total income for 2020-21 is £156,469 (2019- 20 £98,705). This is an increase compared to 2019-20 and is due to the sale of Stephen Memorial Hall.

2.2 Expenditure

Total expenditure for 2020-21 is £58,690 (2019-20 £31,825). This is an increase from the previous year mainly due to increased spend on donations.

3. Management of Assets

- 3.1 There are currently **16** leased sites in West Fife as detailed in Note 1 to the Accounts in Appendix 1(a).
- 3.2 A breakdown of the property costs is detailed in Note 2 to the Accounts in Appendix 1(a).

4. Value of Fund

- 4.1 The total value of the fund has increased in 2020-21 by £342,092 as shown in Appendix 1(a). The increase is due to the receipt of external Capital Grant funding for Inverkeithing Town Hall, which to date has not been fully spent, and an increase in the value of the Investments.

Revenue Account Year Ended 31st March 2021

2019/20			2020/21
	Income:		
79,130.00	Rents		78,123.31
572.02	Interest on Revenue Balances		62.37
19,003.13	External Interest		14,283.31
0.00	Other Income		64,000.00
<u>98,705.15</u>	Total Income		<u>156,468.99</u>
	Expenditure:		
9,886.69	Property Costs		13,437.18
20,216.53	Donations		35,811.23
-2,755.93	Other Expenditure		3,823.19
4,477.78	Depreciation & Impairment		5,619.36
<u>31,825.07</u>	Total Expenditure		<u>58,690.96</u>
66,880.08	Surplus / (Deficit) for Year		97,778.03
	Other Income and Expenditure		
-76,399.89	Gain / (Loss) on Revaluation of Investments		69,660.38
0.00	Capital Grant Received		174,652.00
<u>-9,519.81</u>	Amended Surplus (Deficit) for year		<u>342,090.41</u>

Balance Sheet as at 31st March 2021

	Fixed Assets:		
332,062.50	Heritable Property		391,943.50
345,337.92	Investments		414,998.30
	Current Assets:		
129,952.16	Advance to Loans Fund	328,471.77	
4,405.84	Sundry Debtors	3,663.26	
	Less Current Liabilities:		
-14,772.00	Creditors	0.00	
119,586.00	Net Current Assets		332,135.03
<u>796,986.42</u>	Net Assets		<u>1,139,076.83</u>
	Financed By:-		
-464,923.92	Useable Reserves		-637,981.69
0.00	Unapplied Capital Grant		-109,151.64
-332,062.50	Unusable Reserves		-391,943.50
<u>-796,986.42</u>			<u>-1,139,076.83</u>

West Common Good

Notes to Revenue Account Year to 31st March 2021

1. Analysis of Rental Income:

SP Powersystems	111
Allotments Townhill	2
James Robertson	700
City Chambers	44,130
Ground Pilmuir Street	4,500
Museum Friary	10,000
Music Institute, Dunfermline	10,000

Public Park, Dunfermline	200
St Stephens Hall	350
Town House, Inverkeithing	580
Senior Citizens	200
Carnegie Hall	10
Recreation Ground Townhill	90
Former Corn Exchange, 4 Hope Street (Lime Studio)	15,000
James Adam	500
Inverkeithing community	150
	78,123

2. Analysis of Property Costs:

Corporate Building Repairs	2,190
Service Requested Building Repairs	0
Electricity	3,024
Carbon	0
Non Domestic Rates	4,508
Water Services	448
Premises Insurance	2,617
Other Property costs	0
Property Related Recharges	0
Property Service Fees-Client Generated	650
	13,437

3. Analysis of Donations:

Projects previously approved not actioned.(Accrual reversal)

Carnegie Dunfermline Trust	3,450
2nd Fife Scouts	3,003
Abbeyview indoor bowling replacement flooring	5,000
Garage Site Abbot Place , Inverkeithing	7,950
Abbeyview Bowling Club	5,000
Dunfermline Tennis & Bridge Club	9,999
83rd Fife (Cairneyhill) Scout Group	1,000
Culross Development Trust	309
Crossford KGV Park MUGA - CREATE	100
	35,811

4. Depreciation:

E00351B Town House, 6-8 Townhall Street	2,359
E01882B Community Hall; Corn Exchange	2,778
Lynn Burn Corridor	482
	5,619

Notes to Balance Sheet to 31st March 2021

5. Analysis of Heritable Property:

Community Hall;Corn Exchange Inverkeithing	133,333
Town House, 6-8 Townhall St, Inverkeithing	169,795
Farmland;Lilliehill Farmland-12.09Ha Townhill	37,000
Farmland;Lilliehill Farmland-12.42Ha Townhill	33,000
Lynburn Corridor	18,808
Culross War Memorial	1
Abbot Place Car Park, Inverkeithing	1
Inverkeithing Harbour	1
Queen St Community Orchard, Inverkeithing	1
Abbot Place Garden, Inverkeithing	1
Cul De Sac, Kinell Rd., Inverkeithing	1
Amenity Land, Killebone Road, Townhill	1
	391,943

6. Analysis of Investments:

Hendersons	414,998
	414,998

7. Analysis of Debtors:

Hendersons Quarter 4 Interest

3,663

3,663

Other Notes to 31st March 2021

11.00

181	Wellwood Community Council	5,616
438	Culross Pier Restoration	1,372
537	Dunfermline Regeneration Trust Viability	1,637
538	Dunfermline Spouter Gateway Project	5,500
W002	Creative Learning for all	270
W009	Carnegie dunfermline trust	3,295
W013	Heart of Dunfermline Feasability study	5,000
W015	Lynburn Community Garden	962
		23,652

West Fife Common Good Asset List as 31/03/21

Appendix 1(b)

Culross Common Good Asset List as 31/03/21

SRN	Site Name	Address	Town/City	C G Extent	Comments
4215	Balgownie West Public Convenience	Main Street	Culross	Whole asset	
100049	Bon Accord Park	Low Causeway	Culross	Whole asset	
100980	Amenity Ground	Low Causeway	Culross	Whole asset	
100981	Amenity Ground	Erskin Brae	Culross	Whole asset	
100982	Village Green	Low Causeway	Culross	Most of asset	
100983	West Green	Low Causeway	Culross	Whole asset	
101044	Drying Green	Balgownie West	Culross	Whole asset	
101045	Culross War Memorial	Balgownie West	Culross	Whole asset	
101266	Culross Mercat Cross	The Cross	Culross	Whole	

Dunfermline Common Good Asset List as 31/03/21

SRN	Site Name	Address	Town/City	C G Extent	Comments
160	Dunfermline Carnegie Library & Galleries	Abbot Street	Dunfermline	Approx. 25% of land only	
193	St Margarets Cave Centre	Chalmers Street	Dunfermline	Whole asset	
512	Baldrigeburn Community Centre	Baldrige Burn	Dunfermline	Whole asset	
526	Dell Farquharson Centre	7 Nethertown Broad Street	Dunfermline	Whole asset	
538	Carnegie Hall	East Port	Dunfermline	Whole asset	
543	Dunfermline Music Institute	East Port	Dunfermline	Part of asset	
636	Carnegie Leisure Centre	46 Pilmuir Street	Dunfermline	Whole asset	
637	Bruce Street Sports Hall	37 Bruce Street	Dunfermline	Whole asset	
799	Dunfermline Public Park	West Drive / Park Place	Dunfermline	Whole asset	
5055	Glenbridge Car Park	Chalmers Street	Dunfermline	1/4 of asset	
5871	West Drive Car Park	West Drive	Dunfermline	Whole asset	
6176	City Chambers	Kirkgate	Dunfermline	Whole asset	
6182	St Margaret's House	9 St Margaret Street	Dunfermline	Whole asset	
100033	West End Park	Pittencreeff Street	Dunfermline	Whole asset	
100884	Lyne Burn Corridor	Blacklaw Road	Dunfermline	Part of asset	
100984	Amenity Ground	Kingseat Road	Dunfermline	Whole asset	
100985	Rumblingwell Recreation Ground	West Baldrige Road	Dunfermline	Whole asset	
100986	Scobie Recreation Ground	Scobie Place	Dunfermline	Whole asset	
100987	Whirlbut Allotments	Whirlbut Street	Dunfermline	Whole asset	
100988	Whirlbut Park	Whirlbut Street	Dunfermline	Whole asset	
100989	Garden	St Margarets Street	Dunfermline	Whole asset	

101026	Memorial Gardens	Monastery Street	Dunfermline	Whole asset	
101050	Amenity Land	Park Avenue	Dunfermline	Whole asset	
101069	Amenity Ground	Monastery Street / St Catherines	Dunfermline	Whole asset	
101088	Amenity Land	West Drive	Dunfermline	Whole asset	

Inverkeithing Common Good Asset List as 31/03/21

SRN	Site Name	Address	Town/City	C G Extent	Comments
192	Friary Museum Store/ Senior Citizens Centre	Queen Street	Inverkeithing	Whole asset	
544	Town House	Nos. 6-8 Townhall Street	Inverkeithing	Whole asset	
5878	Queen Street Car Park	Queen Street	Inverkeithing	Whole asset	
6181	Inverkeithing Civic Centre	Queen Street	Inverkeithing	Whole asset	
7205	Corn Exchange	4 Hope Street	Inverkeithing	Whole asset	
100966	Ballast Bank Park	Preston Crescent	Inverkeithing	Most of asset	
100992	Hope Street Allotments	Hope Street	Inverkeithing	Whole asset	
100993	Queen Street Community Orchard	Queen Street	Inverkeithing	Whole asset	
100994	Abbot Place Car Park	Hope Street	Inverkeithing	Whole asset	
100995	Abbot Place Garden	Hope Street	Inverkeithing	Whole asset	
101068	Cul De Sac	Kinell Road	Inverkeithing	Whole asset	
101082	Inverkeithing Harbour	Preston Crescent	Inverkeithing	Whole asset	
101267	Inverkeithing Mercat Cross	Bank Street	Inverkeithing	Whole Asset	

Rosyth Common Good Asset List as 31/03/21

SRN	Site Name	Address	Town/City	C G Extent	Comments
169	Rosyth Library	Parkgate	Rosyth	Whole asset	
527	Parkgate Community Centre	Parkgate	Rosyth	Whole asset	
100455	Recreation Ground	Park Road	Rosyth	Most of asset	

SRN	Site Name	Address	Town/City	C G Extent	Comments
789	Townhill Park & Allotments	Main Street	Townhill	3/4s of asset	
795	Townhill Country Park	Townhill Road	Townhill	Part of asset	
6600	Lilliehill Farm (Cairncubie)	Cairncubie Road	Townhill	Whole asset	
6601	Lilliehill Farm (Killiebone)	Cairncubie Road	Townhill	Whole asset	
100965	Townhill Woods	Forrest Road	Townhill	Most of asset	
101056	Garage Site	Moncur Street	Townhill	Whole asset	
101083	Amenity Land	Killiebone Road	Townhill	Whole asset	

6th October, 2021.

Agenda Item No. 9

Area Capital Update Report 2021-2022

Report by: Eileen Rowand, Executive Director (Finance and Corporate Services)

Wards Affected: All

Purpose

The purpose of this report is to advise members of the current status of the additional capital investment awarded to South and West Fife area in the 2017-20 budget.

Recommendations

Members are asked to note the information contained in the report and the relevant Appendices for the Capital funding allocations.

Resource Implications

Resources are available per the capital allocations agreed in the 2017-20 budget round.

Legal & Risk Implications

There are no known legal or risk implications.

Impact Assessment

An EqlA has not been completed and is not necessary as the report does not propose a change or revision to existing policies and practices.

Consultation

None.

1.0 Background

- 1.1 The purpose of this report is to advise members of the progress of the additional Capital Investment received for the Communities Directorate in the 2017-20 budget.
- 1.2 Investment totalling £6.3m has been allocated between the 7 different geographical boundaries of Fife covering multiple years.
- 1.3 By area, this equates to £0.200m in 2017-18 and a further £0.200m in 2018-19 to each area combined with an allocation of £0.500m to each area to Improve Health through Leisure and sport over a 5 year period. This provides a total of £0.900m per area.

2.0 Governance

- 2.1 On 28th March 2017, the Executive Committee approved revised governance and scrutiny arrangements for the additional capital investment. At that meeting, the Committee approved the following:
 - Area Capital Budgets will be managed through the existing delegated authority for local community planning budgets to Area Committees;
 - All projects including project business plans and allocations will be approved by each Area Committee;
 - As the funding is capital in nature, certain criteria is required to be met in terms of the type of project that can be funded. In addition to the guidance around what is capital in nature, projects should meet a recognised priority within the Local Community Plan;
 - A short project outline template will be developed for each bid and will provide details on funding requested (including match funding), expected outcomes and capital criteria eligibility.
- 2.2 A bi annual report will be presented to each Area Committee to update members on the progress on all approved projects and the level of funds that are still available for future allocation. This report is the second report to be presented for South and West Fife Area Committee and outlines the budget allocations and progress to date.

3.0 Progress to Date

- 3.1 Following the initial delay described above, multiple projects have now been through the various processes and are now underway. Details of which are contained within Appendix 1.
- 3.2 A total of £0.880m has been approved for South and West Fife area to date and Appendix 1 provides details of these.
- 3.3 £0.020m remains unallocated at this stage for South and West Fife area.

4.0 Conclusions

- 4.1 This report and its Appendices are intended to give members information on Area Capital Investment for the South and West Fife area.

List of Appendices

1. Project Detail

Report Contacts

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Alastair Mutch
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South and West Fife Area Capital Funding 2017-19		£m
		0.400
Approved Projects	Budget	Progress
Improvements to War Memorials	0.020 Approved at Area Committee 13/12/17. Works completed. Approved at Area Committee 06/09/17. Work ongoing. Project has experienced delays due to COVID	
Inverkeithing town centre	0.100 restrictions.	
Oakley skate park	0.015 Approved at Area Committee 16/05/18 - Works completed on site 17/09/2021	
Torryburn Primary School road	0.010 Approved at Area Committee 14/11/17. Works completed October 2018.	
Kinloss Court Disable Parking bays	0.009 Approved 14/11/18. Work completed in 2019. Approved 14/11/18. Work ongoing supported by multi-agency working group. Community consultation held and design concept adapted. External funding being sourced to support construction costs. Applications to be	
Rosyth Concept Design	0.100 submitted February 2022. Approved 27/02/19. 16.09.21 - Heads of Terms for Lease have been sent to the Community Sports Hub for review, Tender Report being prepared (Tender returns 14.09.21), Community Group continue to fund raise	
Cairneyhill Muga	0.030 (secured funding required before awarding a contract).	
Fleet Grounds Rosyth	0.022 Approved 27/02/19. Work coordinated by SWFCSP and now completed.	
Saline Play Park	0.020 Approved 27/02/19 - Play Area Installation completed March 2019. Approved 21/04/21. Outline proposals sent to Community Manager on 19.08.21. Meeting held with Property Services, C&N Services Capital Projects staff and CM on 20.09.21. Councillors briefing will be produced	
North Queensferry Toilet	0.074 providing update.	
Total Allocated to Projects		0.400
Improving Health through Leisure and Sport 17-22		0.500
Approved Projects	Budget	Progress
Jubilee Park, Dalgety Bay	0.070 Approved at Area Committee 16/05/18. Play Area Installation completed December 2020. Approved at Area Committee 16/05/18. Develop in years 2 & 3 of programme. Still to be progressed, working	
Wilson Street, Blairhall	0.060 group to be set up. Approved at Area Committee 16/05/18. Working group set up, initial designs completed with consultation	
Primrose Avenue, Rosyth	0.060 currently being carried out.	
Morlich Park, Dalgety Bay	Approved at Area Committee 16/05/18. To be reconsidered following input by Ward 6 Councillors - Kevin O'Kane met on site with Councillors in May 2021 and agreed the site would be changed to Inchmickery. Approved at Area Committee 16/05/18. Develop in Years 2 & 3 of programme. Discussions still to take place in DB regarding proposed new site and remaining sites to be refurbished, community were considering an	
Roseberry View play area, Dalgety Bay	0.025 alternative site.	
Steelend Play Area	0.015 Approved at Area Committee 16/05/18. Play Area Installation completed August 2019.	
Clune Road Play Area, Gowkhall	0.050 Approved at Area Committee 16/05/18. Working group to be set up following enquiries from the community.	
Manse Road Play Area, Inverkeithing	0.050 Approved at Area Committee 16/05/18. Play Area installation completed August 2019.	
Charlestown Green play area	0.010 Approved at Area Committee 16/05/18. Works completed October 2018.	

Oaklea Play Area, Saline
Kilbagie Street Play area, Kincardine
Shore Road Play Area, North Queensferry

Approved at Area Committee 16/05/18 - No Community Group to take forward / initial costing prepared for
0.035 partial refurbishment but full refurbishment required.
0.030 Approved at Area Committee 16/05/18. Additional play area works completed March 2019.
0.050 Approved at Area Committee 16/05/18. Play Area installation completed October 2019.

Ward 6 Councillors agreed to award £10k to Hillend and reduce Morlich Grove and Roseberry View from £25k to £20k. Designs prepared and consultation carried out but the group advised on 25 August 2021 that they they no longer wish to proceed with the project. They have requested the £10k be used to replace the seesaw.

Total Allocated to Projects

0.480

Settlement Trust - Annual Update on Expenditure and Funds Held – 2020/21

Report by: Paul Vaughan, Head of Communities and Neighbourhoods Service

Wards Affected: All

Purpose

This report is to give elected members a position on the expenditure relating to the Settlement Trusts in their area. The report also provides a Fife wide statement of funds held in both capital and revenue accounts as of April 2021.

Recommendation(s)

Members are asked to -

- (i) note the expenditure statement for the financial year 2020/21 found in Appendix 1;
- (ii) note the funds available at the year-end relating to amounts held as interest, in Revenue accounts and as Capital;
- (iii) note and comment on the detail of the projects supported by the disbursement of these funds found in section 2.0 (where relevant); and
- (iv) note the acceptable uses for this funding in Appendix 2 of this report.

Resource Implications

Members will note the disbursement from the Settlement Trust funds in this area amounted to a total of £3,194.00. Members will find details of the beneficiaries of this funding in section 2.0 of this report.

Legal & Risk Implications

This report raises no legal or risk implications. It would however be useful to advise that a recent Audit Scotland overview of the levels of Settlement Trust dispersals within Fife have revealed concerns that we are still showing a relatively low level of take-up from both groups and individuals in terms of applications. Community Managers have agreed to ensure that a more pro-active approach will be taken to promote the opportunity for these funds to be used locally.

Impact Assessment

An Equality Impact Assessment (EqIA) is not required as the report does not propose a change or revision to existing policies and practices. An EqIA was submitted for the original proposal to change the process of disbursement for Settlement Trusts, and there were no negative impacts noted. This document is on file and available to members on request.

Consultation

There was no specific consultation process aligned to this report. Access to the grant application form is available on Fife Direct and is open to all who feel their request would meet the criteria. The link to the grants page is noted below, while the relevant tab to use via this link is entitled '**Fife Grants**'.

<http://www.fifedirect.org.uk/topics/index.cfm?fuseaction=subject.display&subjectid=31C9D369-AEBB-46ED-BABE-5AE516541980&themeid=2B892409-722D-4F61-B1CC-7DE81CC06A90>

Local areas will ensure that the availability of these funds is advertised as widely as possible with local groups and service providers. It should be noted that some of the trusts noted in this report do not produce significant levels of income, accordingly their practical use is somewhat limited. However, where they can be used in conjunction with local community planning budget, or as a stand-alone payment to an individual in need, they will be.

1.0 Background and Context

- 1.1 During 2016, all Area Committees were presented with an update report in terms of the first year of operation of the Settlement Trusts, this covered the period after the Trusts were reorganised and devolved to the seven areas for administration.
- 1.2 Members were informed that there would be advantages to Fife Council through the reorganisation of the 183 individual trusts administered by the authority, into 30 distinct Settlement Trusts. It was highlighted that the reduction to 30 Settlement Trusts would significantly reduce the reporting requirements to the Office of the Scottish Charity Regulator (OSCR), as the body that oversees the dispersal of charitable funds.
- 1.3 The reorganisation into Settlement Trusts has had the effect of releasing funds for charitable purposes, which would otherwise potentially be unused. The acceptable uses for Settlement Trusts are attached to this report as Appendix 2 and are those utilised by OSCR to clarify the legal definition for charitable activities.

2.0 Projects Supported in 2020/21

- 2.1 There are three Settlement Trusts across South and West Fife, two of which were active in 2020/21 within South and West Fife area.
- 2.2 **Limekilns** – 'Mrs Potter's Trust' fund paid £200.00 to Limekilns and Charlestown Community Trust to support older residents within the villages of Limekilns and Charlestown.
- 2.3 **Culross** – two applications were submitted by Culross Development Trust (CDT) this year. £1,500 was awarded to purchase essential kitchen equipment for the Stables Community Centre. In the main, this equipment was to support the provision of a weekly 'Food-Hub' operating from this facility during the COVID-19 pandemic. The equipment has also formed part of the building's refurbishment and modernisation programme undertaken by CDT.

- 2.4 The second application was for the Culross Community Kitchen Garden which was established to grow fresh fruit and vegetables for foodbanks and local groups in need. £1,494 was awarded to this project. The funds bought essential equipment such as spades, forks, hoes, rakes, hosepipes, wheelbarrows, canes, and planters, whilst supporting the work of the volunteers to establish the project in its initial stages.

3.0 Conclusions

- 3.1 By devolving, the administration of the Settlement Trust funds to the areas, we have freed up a resource that can be used alongside other area held funding for the direct benefit of local people.
- 3.2 The introduction of Settlement Trusts administered locally has benefitted the current area approaches in relation to mitigating the negative impacts of Welfare Reform and the on-going work around poverty and equality issues.

Background Papers

The following papers were relied on in the preparation of this report in terms of the Local Government (Scotland) Act, 1973:

- PFAM Reports March 2010/March 2012
- Audit Services Management Letter 251 – Issued, 5th December 2011
- Settlement Trust Application Form (Individuals)
- Settlement Trust Application Form (Groups)

Appendices

- Appendix 1 – Financial Statement – Settlement Trusts – 2020/21
- Appendix 2 – Acceptable Uses

Report Contact

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	Income & Expenditure Statement										
	Expenditure			Income			(Surplus)/ Deficit				
				Interest on			Income Less Expenditure				
	Grants	Other Expenditure	Total Expenditure	Revenue Balances	Investment Interest	Total Income		Investments	Debtors	Advances to Loans Fund	Total
A75000-DUNFERMLINE	1,488	0	1,488	(27)	(1,364)	(1,391)	97	39,631	350	48,159	88,140
A75001-BALLINGRY	0	0	0	(3)	(196)	(199)	(199)	5,684	50	5,672	11,405
A75002-LOCHGELLY	0	0	0	(6)	(305)	(311)	(311)	8,851	78	11,693	20,622
A75004-LESLIE	0	0	0	(0)	(66)	(66)	(66)	1,906	17	487	2,410
A75005-AUCHTERTOOL	0	0	0	(0)	(33)	(34)	(34)	968	9	893	1,870
A75006-BURNTISLAND	0	49	49	(10)	(181)	(191)	(142)	5,254	46	18,856	24,156
A75007-KINGHORN	600	0	600	(9)	(481)	(489)	111	13,964	123	15,093	29,181
A75008-KIRKCALDY	2,589	0	2,589	(53)	(3,825)	(3,878)	(1,289)	111,144	981	102,009	214,135
A75009-BUCKHAVEN AND METHIL	0	0	0	(4)	(19)	(23)	(23)	561	5	328	893
A75010-KENNOWAY	0	0	0	(0)	(19)	(20)	(20)	562	5	704	1,271
A75011-LEVEN	0	0	0	(3)	(174)	(177)	(177)	5,056	45	5,741	10,842
A75012-ANSTRUTHER & CELLARDYKE	5,957	0	5,957	(33)	(4,475)	(4,509)	1,448	130,028	1,148	64,404	195,580
A75013-AUCHTERMUCHTY	0	0	0	(6)	(232)	(238)	(238)	6,748	60	6,634	13,441
A75014-COLLESSIE	0	0	0	(1)	(41)	(42)	(42)	1,195	11	1,361	2,566
A75015-CRAIL	1,250	0	1,250	(28)	(1,842)	(1,871)	(621)	53,530	473	51,493	105,495
A75016-CUPAR	1,829	76	1,905	(15)	(1,389)	(1,404)	501	40,361	356	26,740	67,457
A75017-ELIE	0	0	0	(5)	(278)	(283)	(283)	8,082	71	8,654	16,807
A75018-FALKLAND	0	0	0	(1)	(61)	(62)	(62)	1,786	16	1,531	3,333
A75019-FREUCHIE AND AREA	114	0	114	(2)	(95)	(98)	16	2,771	24	4,288	7,083
A75020-KILCONQUHAR	167	0	167	(2)	(119)	(121)	46	3,454	30	3,096	6,580
A75021-KINGSKETTLE	43	0	43	(1)	(38)	(38)	5	1,096	10	1,150	2,256
A75022-LADYBANK	178	0	178	(2)	(166)	(169)	9	4,832	43	4,315	9,190
A75023-NEWBURGH	2,160	0	2,160	(14)	(1,967)	(1,982)	178	57,160	505	26,688	84,353
A75024-PITTENWEEM	0	0	0	(6)	(337)	(344)	(344)	9,798	86	11,883	21,768
A75025-ST ANDREWS	2,539	0	2,539	(46)	(2,571)	(2,617)	(78)	107,437	659	26,375	134,472
A75026-ST MONANS	1,219	0	1,219	(13)	(1,082)	(1,095)	124	31,439	278	23,077	54,794
A75027-TAYPORT	259	0	259	(4)	(169)	(173)	86	4,897	43	7,608	12,549
A75029-CULROSS	2,994	0	2,994	(2)	(125)	(127)	2,867	3,630	32	761	4,423
A75030-KINCARDINE	0	0	0	(8)	(546)	(554)	(554)	15,860	140	14,610	30,610
A75031-LIMEKILNS	200	0	200	1	(145)	(144)	56	4,221	37	717	4,975
Settlement Trusts Total	23,586	125	23,711	(304)	(22,343)	(22,647)	1,064	681,904	5,730	495,023	1,182,657

*An audit is on-going and figures may be subject to minor changes.

Appendix 2

These are the charitable purposes recognised in section 7(2) of the Charities and Trustee Investment (Scotland) Act 2005.

- a) The prevention or relief of poverty
- b) The advancement of education
- c) The advancement of religion
- d) The advancement of health
- e) The saving of lives
- f) The advancement of citizenship or community development (including rural or urban regeneration)
- g) The advancement of the arts, heritage, culture or science
- h) The advancement of public participation in sport
- i) The provision of recreational facilities, or the organisation of recreational activities with the object of improving the conditions of life for the persons for whom the facilities or activities are primarily intended
- j) The advancement of human rights, conflict resolution or reconciliation
- k) The promotion of religious or racial harmony
- l) The promotion of equality and diversity
- m) The advancement of environmental protection or improvement
- n) The relief of those in need by reason of age, ill-health, disability, financial hardship or other disadvantage
- o) The advancement of animal welfare
- p) Any other purpose that may reasonably be regarded as analogous to any of the preceding purposes

6th October, 2021.

Agenda Item No. 11

Non-Settlement Trust - Annual Update on Expenditure and Funds Held – 2020/21

Report by: Paul Vaughan, Head of Communities and Neighbourhoods Service

Wards Affected: All

Purpose

This report is to give elected members a position on the expenditure relating to the Non-Settlement Trust covering South and West Fife. The report also provides a Fife wide statement of funds held in both capital and revenue accounts as at April 2021.

Recommendation(s)

Members are asked to:-

- (i) note the expenditure statement for the financial year 2020/21 found in Appendix 1;
- (ii) note the funds available at the year-end;
- (iii) note and comment on the detail of the projects supported by the disbursement of these funds found in section 2.0; and
- (iv) note the acceptable uses for this funding.

Resource Implications

Members will note the disbursement from the Non-Settlement Trust fund. Members will find details of the beneficiaries of this funding in section 2.0 of this report.

Legal & Risk Implications

This Non-Settlement Trust report raises no legal or risk implications. It would however be useful to advise that a recent Audit Scotland overview of the levels of Settlement Trusts dispersals within Fife have revealed concerns that we are still showing a relatively low level of take-up from both groups and individuals in terms of applications. Community Managers have agreed to ensure that a more pro-active approach will be taken to promote the opportunity for these funds to be used locally.

Impact Assessment

An Equality Impact Assessment (EqIA) is not required, as the report does not propose a change or revision to existing policies and practices. An EqIA was submitted for the original proposal to change the process of disbursement for Settlement Trusts, and there were no negative impacts noted. This document is on file and available to members on request.

There was no specific consultation process aligned to this report. Access to the grant application form is available on Fife Direct and is open to all who feel their request would meet the criteria. The link to the grants page is noted below, while the relevant tab to use via this link is entitled '**Fife Grants**'.

<http://www.fifedirect.org.uk/topics/index.cfm?fuseaction=subject.display&subjectid=31C9D369-AEBB-46ED-BABE-5AE516541980&themeid=2B892409-722D-4F61-B1CC-7DE81CC06A90>

Local areas will ensure that the availability of these funds is advertised as widely as possible with local groups and service providers. It should be noted that some of the trusts noted in this report do not produce significant levels of income, accordingly their practical use is somewhat limited. However, where they can be used in conjunction with local community planning budget, or as a stand-alone payment to an individual in need, they will be.

1.0 Background and Context

- 1.1 During 2016, all Area Committees were presented with an update report in terms of the first year of operation of the Settlement Trusts, this covered the period after the Trusts were reorganised and devolved to the seven areas for administration.
- 1.2 Members were informed that there would be advantages to Fife Council through the reorganisation of the 183 individual trusts administered by the authority, into 30 distinct Settlement Trusts. It was highlighted that the reduction to 30 Settlement Trusts would significantly reduce the reporting requirements to the Office of the Scottish Charity Regulator (OSCR), as the body that oversees the dispersal of charitable funds.
- 1.3 The reorganisation into Settlement Trusts has had the effect of releasing funds for charitable purposes, which would otherwise potentially be unused. The acceptable uses for Non- Settlement and Settlement Trusts are attached to this report as Appendix 2 and are those utilised by OSCR to clarify the legal definition for charitable activities.
- 1.4 Non-Settlement Trusts cover more than one geography or were designated for a specific purpose. A list of Non-Settlement Trusts and statement of fund balances is contained in Appendix 1.

2.0 Projects Supported in 2020/21

- 2.1. There is one Non-Settlement Trust for South and West Fife. The Waugh and Wharrie Bequest is available to the poor and needy of Aberdour and in 2020-21 awarded a grant of £80.00.
- 2.2 Aberdour Community Council apply each year on behalf of Aberdour Day Care which looks after the health and wellbeing of elderly residents of the village. The funds are used to support this provision.

3.0 Conclusions

- 3.1 By devolving, the administration of the Non-Settlement Trust funds to the areas, we have freed up a resource that can be used alongside other area held funding for the direct benefit of local people.
- 3.2 Uptake of the Non-Settlement Trust remains low. This reflects the small amount of funding available and the geography covered by the fund.

Background Papers

The following papers were relied on in the preparation of this report in terms of the Local Government (Scotland) Act, 1973:

- PFAM Reports March 2010/March 2012
- Audit Services Management Letter 251 – Issued, 5th December 2011
- Settlement Trust Application Form (Individuals)
- Settlement Trust Application Form (Groups)

Appendices

Appendix 1 – Financial Statement – Non-Settlement Trusts West – 2020/21

Report Contact

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		Income & Expenditure Statement										
		Expenditure			Income			(Surplus)/ Deficit				
					<u>Interest</u> <u>on</u>							
		<u>Grants</u>	<u>Other</u> <u>Expenditure</u>	<u>Total</u> <u>Expenditure</u>	<u>Revenue</u> <u>Balances</u>	<u>Investment</u> <u>Interest</u>	<u>Total</u> <u>Income</u>	<u>Income Less</u> <u>Expenditure</u>	<u>Investments</u>	<u>Debtors</u>	<u>Advances to</u> <u>Loans Fund</u>	<u>Total</u>
Trust Funds	Charity Number											
A75112-WAUGH & WHARRIE BEQUEST	SC018777	80.00	0.00	80.00	(0.58)	(55.04)	(55.62)	24.38	1,599.11	14.12	986.35	2,599.58

1st December, 2021			
Title	Service(s)	Contact(s)	Comments
Traffic Regulation Order	Assets, Transportation and Environment	Phil Clarke	If required.
Speed Limit Reduction (C53 junction with the B915 to Bowershall and Townhill)	Assets, Transportation and Environment	Phil Clarke	Motion agreed at 25th August, 2021 meeting (deferred to December)
Radiation Monitoring at Dalgety Bay	SEPA MOD	Nina Patton Stephen Ritchie	Six monthly update - Last update 16th June, 2021
South and West Fife Community Learning and Development Partnership (CLD) Update	Communities and Neighbourhoods Service	Mandy MacEwan	
Criminal Justice Social Work Service - Community Payback Unpaid Work Scheme	Education and Children's Services	Stuart MacArthur	Annual update - Last update 25th November, 2020
Area Housing Plan Update	Housing Services	Claire Mackinlay	Six monthly update - Last update 16th June, 2021
North Queensferry and Forth Bridges Area – Update	Business and Employability / Communities	Gordon Mole / Alastair Mutch	As agreed at 7th October, 2020 meeting – Update to be provided to Committee late 2021 summarising progress
Future Provision of Cemeteries	Assets, Transportation and Environment (Burial Service)	Liz Murphy	To be submitted Autumn 2021. Report being submitted to Assets and Corporate Services Committee in November 2021 prior to a report being submitted to Area Committee
Maintenance of Private Land by Private Landowners	Assets, Transportation and Environment	John Rodigan	Motion as agreed at January 2021 meeting (Committee date tbc as awaiting legal findings)
Local Community Plan	Communities and Neighbourhoods Service	Alastair Mutch	

1st December, 2021			
Title	Service(s)	Contact(s)	Comments
Stephen Memorial Hall, Culross – Update on Facility	Assets, Transportation and Environment		As agreed at 14th November, 2018 Committee meeting.
Local Community Planning Budget Requests	Communities and Neighbourhoods	Mandy MacEwan	If required

Unallocated			
Title	Service(s)	Contact(s)	Comments
Social Security Scotland Agency – Update	Social Security Scotland Agency	Lyndsey Maricic	As agreed at 24th April, 2019 meeting. Update to be provided later in the year – tbc.
Highlighting the Work of the Reducing Offending and Re-offending Partnership (ROAR)	Communities and Neighbourhoods Service	Kirstie Freeman	As agreed at 13th November, 2019 meeting (was due to be submitted in April, 2020 but meeting cancelled due to Covid-19)
Additional Nursery Hours Update	Education and Children’s Services	Shelagh McLean	As agreed at 4th March, 2020 meeting
Credit Union Update	Communities and Neighbourhoods Service / Credit Union	Alastair Mutch	Briefing or Committee presentation (tbc)
<i>Report of the Pupilwise and Parentwise Surveys</i>	<i>Education and Children’s Services</i>	<i>Deborah Davidson</i>	Annual report – Last update 14th August, 2019 (no survey in 2020). Survey to be undertaken end of 2021. Report to come back in 2022
<i>Children’s Services Report</i>	<i>Education and Children’s Services</i>	<i>Deborah Davidson</i>	No report submitted in 2020 – Agile Action Plan for Children’s Services in Fife was emailed to Conveners and Community Managers in September, 2020. Deborah will advise on new date for submission (2021)

Unallocated			
Title	Service(s)	Contact(s)	Comments
<i>Early Learning and Childcare</i>	<i>Education and Children's Services</i>	<i>Jacqueline Price</i>	<i>Last update 2nd October, 2019. No report submitted in 2020. Jacqueline will advise on new date for submission.</i>
<i>Pupil Equity Fund</i>	<i>Education and Children's Services</i>	<i>Sarah Else</i>	<i>Last update 2nd October, 2019. No report submitted in 2020 – A workshop with Headteachers to take place via Teams</i>